



EMPLOYMENT OPPORTUNITY
Forms and Records Analyst 3
\$2971.00 – \$3894.00 Range: 46

Recruitment: 1517-11 Opens: August 24, 2011 Closes: September 13, 2011

The salary range listed about reflects a 3% salary reduction for state employees over the 2011-13 biennium, which was passed by the Legislature effective July 1, 2011 through June 29, 2013.

This recruitment is to fill a fulltime permanent position located in the Enforcement Program. The duty station is Natural Resource Building, Olympia, WA.

THE DEPARTMENT

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources.

JOB SUMMARY

This position is in the Enforcement Program and is located in the Natural Resources Building, Olympia, Washington. This position reports to the Budget and Records Division Manager of the Enforcement Program. This position oversees the Program's records management functions, including serving as administrator for the electronic records management system (RMS). They develop and implement quality controls to ensure data accuracy and that processes meet industry-defined best practices. This position also manages the Program's records retention efforts and serves as the primary contact for public disclosure and other information requests. The Analyst is responsible for the compiling, tracking, and reporting of Program/agency data and provides analysis and recommendations to supervisory and command staff. They utilize Program data in the development of reports, presentations, projects, budget planning, legislative requests, and other assignments.

- Administers the Program electronic records management system (RMS). The analyst is responsible for overall system maintenance and operation.
- The Records Analyst conducts research and analysis using data from multiple Program/agency databases
- Produces statistical reports, and graphs, and analyzes data
- Manages the Programs unique records retention schedule, ensures that all Program records are transferred in a timely and appropriate manner, ensures Program is adhering to current state laws and best practices relating to records retention
- Serves as the Program's primary contact for all agency public disclosure/information requests impacting the Enforcement Program
- Serves as the Program contact for performance management data analysis.

WORKING CONDITIONS

The Records Analyst is stationed within headquarters of the Enforcement Program, located in the Natural Resource Building, Olympia, WA. The Analyst normally works 8-5, Monday-Friday, but may be required to work occasional weekends and evenings, depending on workload. Some travel may be required throughout the state and country to attend training meetings, and conferences. Employee may work during high stress periods, and should be comfortable working in a law enforcement environment.

COMPETENCIES AND QUALIFICATIONS

Well qualified applicants will demonstrate competencies in the following areas:

1. Ability to manage varying work load in order to address work products, issues, and assignments relating to records management, retention, analysis, reporting, and data entry.
2. Ability to work with both internal and external parties, including CODY Systems, Inc., the Law Enforcement Information and Records Association (LEIRA), field staff, and supervisors to ensure proper collection of Program data
3. Ability to collect and organize Program data for inclusion in reports, presentations, and projects.
4. Ability to compile, analyze, and report on data collected by the Program, agency, or other entities, and provide results of analysis and/or recommendations to supervisory/command staff.
5. Ability to track Program records to ensure compliance with state records retention laws and best practices.
6. Expert level Microsoft & Adobe Acrobat user, including Access, Excel, Word, Outlook, and PowerPoint.
7. Well developed technical writing and editing skills, and verbal communication skills
8. Ability to read, comprehend, and retain information

Desired Qualifications:

A bachelor's degree in information technology, human resources, business administration, public administration, law, public health, health administration, OR any combination of experience, education, and training that would provide the level of knowledge and ability required to perform the job is acceptable. Knowledge and experience with police records management, crime prevention strategies and analysis. Must be able to attain access to state and federal records systems. Prior experience with an electronic records management system. A strong background in electronic records retention is preferred. Experience with law enforcement accreditation preferred.

Required:

Applicants must be able to successfully complete a background check, including fingerprinting.

How to Apply:

To apply, go to our homepage and download the state application at <http://wdfw.wa.gov/employment>. Fill out the state application thoroughly, listing all relevant employment and explaining the duties performed. The information you provide on this application will be used to determine whether you meet the qualifications for the position.

In addition to the state application, also submit on a separate document a description of how you meet each one of the key competencies (1-8) above. Provide a response for each competency separately. Describe your work experience, completed training, and other accomplishments that demonstrate that you have the competency. Indicate with whom you worked, issues involved, and your role in the process. Specify job titles, employers, and schools attended. If you have no training or experience relative to a particular competency, just write "NA" for that competency.

Send these materials to wdfwjjobs@dfw.wa.gov. If you have questions about this recruitment, you may contact Sarah Nelson, Human Resource Consultant at 360 902-2624.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (800) 833-6388.